

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>1600</b>
		<b>Original Date</b>	<b>12/28/1999</b>
		<b>Revised Date</b>	<b>04/17/2015</b>
	<b>Department: Pharmacy</b> <b>Access to Pharmacy</b>		

### **POLICY:**

When Pharmacy staff is out of the building, it may become necessary for the nursing supervisor or charge nurse to obtain medication from the Pharmacy that is not available from floor stocks.

A key to the Pharmacy will be placed on the ring of keys carried by the Nursing Supervisor or Charge Nurse and will remain in the supervisor's possession. Entry to the Pharmacy will not be delegated to any other persons at any time.

### **PROCEDURE:**

1. The Nursing Supervisor/Charge Nurse will have the medication order in hand when entering the Pharmacy.
2. The necessary medication will be taken from stock in quantity sufficient to satisfy only the immediate needs of the patient.
3. The medication order and the container from which the Rx was taken will be placed on the counter. A proper notation of the quantity taken, time of day, NDC# and the signature of the Supervisor in charge will be entered on the Pharmacy Sign-out sheet.
4. The Nursing Supervisor/Charge Nurse will make certain that the Pharmacy is securely locked upon departure.
5. No other person shall accompany the Nursing Supervisor into the Pharmacy.

**Access to Pharmacy**

6. In the event that Maintenance needs to enter the Pharmacy when Pharmacy staff is not present, the Director of Nursing, the Nursing Supervisor or Charge Nurse may admit Maintenance personnel into the Pharmacy and will remain in the Pharmacy throughout the time that Maintenance personnel is present.

**PHARMACY KEY CONTROL:**

In the interest of security, the entry door locks to the Pharmacy will not be on any sub-master series. Keys will be limited in number and coded for identification. A key log listing distribution of keys will be maintained in the pharmacy. In the event a key is lost or cannot be accounted for, the entry locks will be reset and new keys issued.

**Key Distribution:**

- A. Access Doors
- Director of Nursing
  - Pharmacy Director
  - Relief Pharmacist
  - Nursing Supervisor
- B. Narcotics
- Pharmacy Director
  - Relief Pharmacist